

***-JOB POSTING NOTICE (EOE)-***

CLOSING DATE: 01/21/14 (4:30 PM)

STATE JOB TITLE: RECORDS ANALYST I			STATE JOB CLASS: BH10	
BAND: 03	SALARY RANGE	\$ 021063 - \$ 038975	SPECIAL INCENTIVE: NO	
LEVEL: E	SALARY RANGE	\$ 024647 - \$ 038975	SCEIS POSITION #:	61019026

DESCRIPTION OF DUTIES:

THE INCUMBENT IS RESPONSIBLE FOR PERFORMING A WIDE RANGE OF DUTIES ASSOCIATED WITH THE CREATION OF INMATES' WARDEN RECORDS AT THE KIRKLAND RECEPTION AND EVALUATION CENTER. REVIEWS, INSPECTS AND ANALYZES ALL RECORDS TO ENSURE THAT ALL SUBSEQUENTLY GENERATED DOCUMENTS AND MATERIALS ARE PROPERLY FILED THEREIN TO INCLUDE ALL DATA GENERATED BY THE CRT INTERVIEWS, PICTURES, COMMITMENT ORDERS, AND ANY OTHER DATA RECEIVED FROM OUTSIDE AGENCIES OR WITHIN THE R & E AREA. COMPILES REPORTS TO INCLUDE THE END OF THE MONTH REPORT. DOCUMENTS DETAINERS, WARRANTS AND COMMITMENT ORDERS RECEIVED. CONDUCTS MONTHLY RECORD AUDIT. ENSURES RECORDS ARE IN GOOD CONDITION, CONSOLIDATED AND PROPERLY FILED. COMPLETES RECORD CHECKLIST SCDC FORM 18-15. ENSURE RECORDS CONTAIN V/W STICKERS AND ESCAPE STICKERS. MAINTAIN IN/OUT CHECK LOG, SCDC FORM 18-24. PERFORM OTHER RELATED DUTIES AS REQUIRED.

COMMENTS:

MUST SATISFACTORILY COMPLETE SCDC BASIC TRAINING